



2600 Bull Street  
Columbia, SC 29201-1708

Last Updated: July 1, 2003

## **Procedures for Applying for a Bed Increase to a Community Residential Care Facility (CRCF)**

These procedures will outline the steps you must follow to secure a bed increase for your currently licensed community residential care facility (CRCF).

When you follow the procedures and requirements described in the attached documents, obtaining the approval of a bed increase for your facility will be made easier.

All documentation that is subsequently submitted must be complete, accurate, and clearly identified by your name, the facility name and location.

Your facility must be in substantial compliance with statutory and regulatory standards before this Department will issue a license for an increase in licensed capacity. In addition, if you are currently licensed by this Department to operate another CRCF or other licensed health care facility or program, that facility or program must be in substantial compliance with statutory and regulatory standards before a bed increase will be considered.

Should you have any questions or require additional information or assistance, please contact this office by mail or phone (803) 545-4370.

DLG:JR:db

Enclosures: (Also located on Website at <http://www.scdhec.net/hr/licen/hlmemo3.htm>)

- A. Sequence of Events Leading to Bed Increase.
- B. Obtaining Construction Plans for Review
- C. Plan Review and Construction Inspection Checklist
- D. License Application
- E. Regulation 61-84